

NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
500 Fifth Avenue  
New York 18, New York

COMMUNICATIONS DIRECTIVE)  
(5A)

6 March 1944

RECEIPT, ISSUE, AND REQUISITION

OF  
VAF SURPLUS AND OBSOLETE COMMUNICATIONS MATERIAL

1. General. The provisions of this directive apply only to such equipment and material made available for the purposes listed in Communications Directive No. 5, dated 10 February 1944, par 4. The subject type of signal communication material and equipment will be issued directly to Wing Commanders from certain Army Air Force Depots. Since the subject material is public property, it is imperative that Wing Commanders be able to give full account of it at any time. Other items of communication equipment will be issued through normal channels.

2. Receipting. a. When a Wing Commander receives the Shipping Ticket which consigns subject material and equipment to him, he will place this certificate on the last page (reverse side if necessary):

"This is to certify that the above listed equipment has been received and will be distributed for the purposes listed in Communications Directive No. 5, dated 10 February 1944, par 4. Shortages, if any, are listed on the reverse side hereof."

b. The Wing Commander or his authorized representative will thoroughly check the shipment for any shortages. Shortages, if any, will be noted on the back of the last page of the Shipping Ticket. After this has been done, the certificate quoted above will be signed by the Wing Commander.

c. The certified Shipping Ticket will be forwarded to:

Communications Officer  
HQ, Civil Air Patrol  
500 Fifth Avenue  
New York 18, New York

3. Issuing. The subject material and equipment will be issued to subordinate units by Wing Commanders as provided in Communications Directive No. 5, par 3. He will ascertain that a signed receipt is filed for each and every item issued. Receipts of such issues will not be forwarded to National Headquarters. They are for his own protection.

4. Quarterly Inventory. a. At the end of every calendar quarter the Wing Commander will cause an inventory to be made of all material and equipment on hand. Following this, a consolidated list of all material and equipment issued in accordance with par 3, above, will be compiled. The list will be entitled: Inventory of Expended Communications Material and Equipment.  
b. On the final page of that list, this certificate will be placed: "This is to certify that the material and equipment listed above has been expended in accordance with the provisions of Communications Directive No. 5, dated 10 February 1944, par 4."

c. The above certificate will be signed by the Wing Commander and authenticated by the signature and legal seal of a duly appointed Notary Public. The certified inventory will then be forwarded to the National Communications Officer.

d. The initial inventory will be submitted so that it will reach this Headquarters not later than 1 April 1944. Thereafter, all inventories will be forwarded so that they will reach this Headquarters not later than the first of each fourth month (1 July, 1 October, 1 January, etc.).

5. Requisitioning. a. Requisitions for the type of material and equipment noted in Communications Directive No. 5, dated 10 February 1944, par 1, will be submitted each month by Wing Commanders. Consolidated requisitions will be mailed to the Air Service Command by this Headquarters in time to be included in the following month. Requisitions which do not reach this Headquarters in time to be included will be held over until the fifth of the following month.

b. Requisitions will clearly specify the type of item and quantity desired. Do not use any except authorized abbreviations. Remember that while a set of initials may indicate a well known article to you, they might mean something entirely different to this Headquarters or the Air Service Command.

c. Communications Officers should bear in mind that requisitions will be filled from only existing stocks. Consequently, it may be possible to supply at a later date material which was not furnished immediately upon request. In view of this, it is advisable, unless otherwise notified, to resubmit requisitions which were not fulfilled when originally placed.

6. Signatures. All certificates, requisitions, etc. noted above will be signed only by the Wing Commander or his authorized representative. Signatures will be typed as follows:

JOHN J. SMITH,  
Major, G.P.,  
Wing Commander.

7. This directive is effective this date and is retroactive so as to include any of the subject material and equipment shipped previously.

By direction of National Commander JOHNSON:

*Frank I. Adams*  
FRANK I. ADAMS,  
Capt., Air Corps,  
Communications Officer.